

**CITY OF MOUNTAIN VIEW  
CLASS SPECIFICATION**

<b>Position Title:</b> Urban Runoff Coordinator	<b>Job Family:</b> 3
<b>General Classification:</b> Professional	<b>Job Grade:</b> 30

**Definition:** To manage and coordinate all aspects of compliance with the City's NPDES storm water discharge permit. This includes numerous subprograms such as public education and outreach, plan review, training of City staff, enforcement of NPDES provisions, coordination with other City departments and divisions, etc.

**Distinguishing Characteristics:** The Urban Runoff Coordinator is a management position reporting to the Fire Marshal. He/she is the primary representative of the City on all urban runoff compliance issues. He/she must be able to communicate effectively on a regular basis with City Council, public interest groups (Chamber of Commerce, etc.) and City staff regarding NPDES permit requirements. He/she has primary responsibility for assuring City-wide compliance with all NPDES permit provisions, including representing the City on all State and Federal audits, and completing all annual reports and work plans. He/she designs and implements new programs, as needed, to ensure continued compliance with NPDES permit requirements. He/she directs and oversees other City staff, as needed, to implement these new programs.

**Examples of Duties:** Duties may include, but are not limited to, the following:

1. Design, oversee and implement an effective facility inspection program for compliance with the NPDES storm water discharge permit. This includes City facilities, commercial/industrial facilities and residential facilities.
2. Design, oversee and implement an effective enforcement program for compliance with the NPDES storm water discharge permit using the City's "enforcement response plan." Enforcement includes issuing Notices of Violation, administering fines and penalties, and participating in enforcement hearings.
3. Maintain and keep up-to-date a database of all pertinent storm water discharge information, including inspections, enforcement actions and public outreach activities.
4. Review SPAR and construction plans for compliance with all NPDES storm water discharge permit provisions. Advise and assist applicants in an effort to bring them into compliance in a timely manner.

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5. Design, oversee and implement an effective public education and outreach program for all regulated facilities (including City facilities, industrial/commercial facilities and residence) to help them comply with all NPDES storm water discharge permit requirements.
6. Design, oversee and implement an effective illegal discharge response program; investigate and trace the sources of illegal discharges; provide follow-up with the responsible party and enforcement action when warranted.
7. Work cooperatively with the City of Palo Alto and other permitted cities in Santa Clara County to coordinate program functions and approve the City's overall compliance program.
8. Oversee and provide guidance to other City departments and divisions on how to effectively comply with the NPDES storm water discharge requirements.
9. Attend seminars and workshops, and subscribe to publications on general NPDES storm water discharge compliance efforts, both locally and nationally. Use this information to improve the City's current compliance efforts as well as to design and implement new programs that will improve the City's overall effectiveness.
10. Represent the City in all State/Federal audits; organize other City divisions and department representatives as needed.
11. Complete all required reporting, including work plans, annual reports, etc.
12. Perform related duties as assigned.

**Minimum Qualifications:**

Knowledge of: City's NPDES storm water discharge requirements; roles and responsibilities of all City departments and divisions in relation to storm water discharge compliance activities; State, Federal and private resources that are available to assist with storm water discharge emergencies; basic biological, chemical and hydrological principles and their application in identifying and evaluating the quality of storm water discharges; techniques and methods used for treating storm water runoff; installation and maintenance of storm water control devices; basic watershed principles; and principles and practices of safety related to areas of assignment.

Ability to: Inspect a variety of City, commercial, industrial and residential facilities; initiate and sustain enforcement actions when so warranted; deal cooperatively and effectively with City staff, City Council and the public;

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communicate clearly and concisely, both orally and in writing; operate City-specific computer programs; interpret and apply technical codes, publications and guidance documents; read and interpret blueprints; direct and guide outside divisions and departments in their compliance efforts; and design and implement new programs to enhance the City's overall compliance effort.

**Experience and Training Guidelines:** Any combination of experience and training will qualify if it provides for the required knowledge and abilities.

Recommended: Two years of recent full-time experience with NPDES storm water regulations. Training and experience equivalent to a bachelor's degree with major course work in biology and chemistry.

**Required Licenses or Certificates:** Possession of a valid California Class C driver's license.

**Working Conditions:** Must possess the ability to climb ladders and lift 50 pounds. Must be willing to work outside under adverse weather conditions and perform direct emergency work as needed.

Established March 2001

Revised November 2003

CLASS SPECS

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